CHITALDRUG DISTRICT.

Notification dated Chitaldrug, 8th May 1908

Under Section 37 of the Criminal Procedure Code, Mr. K. Narayana Iyer, Acting Amildar and 3rd Class Magistrate, Challakere, is invested with the following additional powers during his employment as Acting Amildar, Challakere Taluk :—

(1) Power to make orders prohibiting repetitions of nuisances under Section 143.
(2) Power to make orders under Section 144.
(3) Power to hold inquests, Section 174.
(4) Power to take cognizance of offences upon complaint, Section 190 (*a*).
(5) Power to take cognizance of offences upon Police reports, Section 190 (*b*).

M. CHENGIAH CHETTY,
Dist. Magistrate.

REVENUE DEPARTMENT.

Circular No. 12111-8, *dated 28th April—7th May* 1908.

To—The Deputy Commissioners of all Districts.

The Inspector of Sorting of Records having brought to the notice of the undersigned certain defects in the working of the Record branches of the Districts and Taluk Offices, the following instructions are issued for the guidance of the Officers concerned :—

2. The Inspector reports that men possessing no knowledge of the Record Sorting Rules or experience of the records are often appointed as record-keepers and daftarbands, that record-keepers are sometimes taken away from the legitimate work and put on other duty or are entrusted with additional work of other departments, such as verification of service registers, preparation of periodical returns, inspection of boundary marks, etc. In para 2 of this Office Circular No. 3498-3506 of 12th—14th September 1907, attention has been drawn to the necessity that exists for placing intelligent and capable men in charge of records especially at this stage when a large bulk of old records have to be examined and arranged. It is therefore very important that the Inspecting Officers and the Officers in the District, charged with the supervision of the record department should promptly bring to the notice of the Deputy Commissioners and Sub-Division Officers the names of such of the existing record-keepers and daftarbands as are incompetent and report to them cases of transfers of capable men from the record department before the completion of the work as well as where the men have been saddled with extra work to the detriment of the Record Sorting Work. The Inspector will submit for the information of the undersigned the reports so made and the action taken thereon by the Deputy Commissioners and Sub-Division Officers.

3. The Inspector also brings to notice that there is great laxity in the handing over of the records relating to matters finally disposed of to the record-keeper and that they are retained by clerks for indefinitely long periods and sent to the record-keeper without proper arrangement or "Pherists." The presiding officers should see that standing orders contained in the late Chief Commissioner's Circular No. 522-3 of 8th June 1864 and quoted below are strictly complied with :—

"65. Every.....cases will have an index showing the number of all the papers belonging to it with an abstract or their purport and each paper will have its number written on the right hand upper corner ..... The papers will be collected, numbered, stitched and indexed by the Revenue gumasta or munshi before the case is delivered to the record-keeper who is positively interdicted from receiving for record any cases not prepared according to these directions."

"66. Decided cases will be handed over to record-keepers, if possible, week after week and should not be retained under any circumstances longer than a month."

"67. The correspondence which is chronologically arranged, will be similarly prepared in bundles each containing the correspondence of a month and will be encircled with a wrapper showing the office to which it refers and the date and be tied before delivery to the record-keeper."

4. There appear to be no definite instructions as to what records should be preserved in the Record Rooms of the District and Taluk Offices respectively. The Inspector reports that in a certain taluk police records were found placed along with the Revenue Records and under the custody of the Revenue record-keeper though a separate staff and accommodations is available for the former, that except in the Kolar District, Treasury papers relating to the District Treasury are also placed in the District Record rooms and that Local Fund records are also similarly mixed up. The general rule should be that records of a branch in which provision exists for record staff and accommodation for keeping the records should be filed and sorted in that branch. For example it may be laid down as a general rule that in the Central Record Rooms of District Offices, only Revenue records should be kept and that in the Taluk Record Rooms the Revenue including maramat, financial and magisterial records only should find a place. In cases where other records are being kept at present in the Revenue